

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

January 13, 2017

Present: Dave Singer, Donna Maly, Charlie Krupa, and John Earl

Excused Absence: Muriel Harper

Staff: Fred Hebert, Kari Labansky, and Donna Lynch

Guests: Sandy Wormet, Joy Casperson, and Dave Repinski

1. John Earl called the meeting to order and roll call was taken with four members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the December 9, 2016 EPF&A Committee meeting.
3. Sue Mischock has been assisting periodically in Reception; Rose Merrett will be learning Susan Halbach's job as a back-up for that position.
4. Kari Labansky presented the Finance Report. Interim Testing for the WIPFLI Audit will be on January 30th through February 1st with the final audit scheduled for March 27th through the 31st. Updated signatures were required for the guardianship BMO Harris accounts. Motion passed by unanimous vote approving the Finance Report with thanks to Kari.
5. We received final payment of \$20,547.16 from Greg Schmidt of Reedsburg Housing Associates, LLC for Babb Creek Apartments. Upon final word from the Division of Housing that Contract #335 has met all requirements, a letter will be sent to Greg indicating our separation from Reedsburg Housing Associates.
6. Committee members discussed Board Training ideas including having a Powerpoint or Publisher training that could be viewed online; board member travel to each of their county locations; check with other Community Action Agencies to see what they do; or motivational speaker. Motion passed by unanimous vote to prepare a form listing each of our programs for review at the next EPF&A Committee meeting; committee members will choose a program to review at the board training which will include steps and processes from beginning to completion.
7. Committee members discussed Board Bi-Annual Appointments of Area Representatives and Low-Income Representatives Elections which will be held at the food pantries in April.
8. Fred reported the City of Portage may accept a transfer of Portage mortgages to them from our Home Rehab Program in lieu of CWCAC repaying them for a Community Development Block Grant Project which included costs that were not reimbursable from the State.
9. A list of the insured values of our buildings was reviewed.
10. Meeting Adjourned – Next Meeting – February 10, 2017 @ 10:30 am